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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

29 July 1954

1. Colonel White introduced Mr. H. Gates Lloyd as the new Assistant Deputy Director (Administration) effective 1 September, and personally expressed his pleasure at the appointment as evidence of a further step in bringing the Deputy Director (Plans) and Deputy Director (Administration) areas closer together. In discussing Mr. Lloyd's Orientation Program within the principal offices of the Agency and in the offices within the area of the Deputy Director (Administration), Colonel White stressed the desirability of a thorough briefing for his new Assistant.

2. Colonel White mentioned the need for more expeditious action on his verbal requests for information, given at the weekly staff meetings, and cited the recent tardy receipt of papers summarizing the relationships of all DD/A Offices with non-intelligence agencies of the Government as being illustrative of a tendency to regard the minutes of the staff meetings as the action document rather than the verbal request.

3. Colonel White asked Mr. Maloon to comment on the question of the relationship of contract personnel to any pay raise which might be approved in the current Congress. Mr. Maloon introduced Mr.  Chief, Special Contracting, Allowances and Processing Staff, Office of Personnel, who stated that he believed that the status of contract personnel in this matter involved a policy problem. Mr.  believes that unless the existing contract actually contains explicit provision for salary raises as a result of legislative action, no action should be taken to amend it. He noted that any contract containing a raise clause would be honored, and that provision already exists to cover career agents under any legislative salary adjustment. Colonel White expressed his reluctance at issuing any Agency notice on this subject, and indicated that he much preferred to have this word disseminated informally in the various offices. As a matter of policy, Colonel White took the stand that contract personnel would not be entitled to the benefits of legislative action in this regard unless their contracts so stated.

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4. Mr. Maloon discussed the implementation of the Career Service Conference on 3 August, with special reference to the means by which information and material disseminated there would be carried on to the

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working level. He commented on the fact that final responsibility for broad transmission of the substance of the meeting lay with the supervisors who would be present, and who were responsible for presenting an informal picture of the Career Service to their employees afterwards. He added that no formal applications for entrance into the Career Service would be dispensed at the meeting, nor would any explanatory textual material be given out in view of security considerations. However, it is planned to issue copies of an unclassified brochure explaining the new insurance program for the Agency to all those present, as a corollary of a discussion of this subject from the platform. Some 800 questions on Career Service have been gathered by the Office of Personnel, and these have been reduced to 380, from which a final selection will be made for those to be answered from the platform at the meeting. In addition, questions from the floor will be answered if time permits. Distribution of Career Service application forms will be carried out subsequently, directed to the division level within the Agency.

5. Colonel White expressed his interest in seeing that any offices within the Deputy Director (Administration) area making nominations to the forthcoming Clerical Course for Professional Personnel, to start 8 September, exercise the greatest care in selecting people to receive this training during working hours, in view of his own feeling that the utilization of professional personnel on tasks involving typing was inconsistent with good personnel management.

6. Mr. Garrison discussed the general topic of intra-Agency office moves, as follows:

a. Alcott and Barton Halls are approaching a state of readiness, the work there being roughly 83 percent complete. It is planned to start the partial relocation of TSS to Barton Hall next week.

b. Utility wiring for pending air conditioning installations in Alcott, Barton and Curie Halls, and Building [redacted] is now in progress. The transfer of a number of the 245 air conditioning units to be reallocated has already been accomplished.

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c. Fencing of the Agency buildings South of the Lincoln Memorial is approximately 20 percent completed, and expectations are that the 8 August completion date for this project will be met.

d. Logistics Office moves within Quarters Eye are scheduled to begin on 13 August, to be followed by the move of certain Office of Operations offices from South Building to Quarters Eye. Estimates on the timing of the move of the DCI from Administration to South Building are not yet firm.

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e. All contracts necessary to accomplish and support the various contemplated moves have now been let, and at present, actual moves are running slightly ahead of schedule.

7. Colonel White mentioned the increase in outside local calls from Agency telephones from the 147,000 per month figure for February 1954 to 160,000 such calls in the month of June. He emphasized his desire to effect a reduction in these calls, consistent with the DOI's wishes, through informal internal measures, and added that he would be watching subsequent monthly figures this Summer before deciding on a final course of action, should one then be needed.

8. Colonel White discussed the preparation of Deputy Director (Administration) material to be presented to the Hoover Commission Task Force, and mentioned that Mr. Kirkpatrick's Internal Committee working in preparation for these presentations was interested in seeing that the various so-called "black books" were kept within a relatively simple format. He also reported that the Committee had asked for a standardized biographic information sheet for offices to use in presenting vital statistics on their senior personnel. Colonel White also mentioned that the DOI wanted to insure that actual presentations would reflect thorough preparation and actual dry runs of material to be given verbally. He advocated the use of appropriate visual aids and indicated that his office would audit rehearsal presentations on invitation. It is his expectation that because of the reported strong interest of the Task Force in internal administration, it may be reasonable to assume that Deputy Director (Administration) offices will carry a large share of the physical presentations. However, at the moment he does not know if the Task Force will want to visit component offices to hear the presentations, or if they would rather centralize all such programs in one location. Colonel White also mentioned that he was anxious to see that General [REDACTED] and Colonel [REDACTED] each received a copy of anything given by his offices to the Special Studies Group now being briefed. Mr. Maloon requested that any personnel statistics being assembled for the Clark Task Force be coordinated with the Office of Personnel to avoid conflicts. Mr. [REDACTED] a representative of the Project Administrative Planning Staff, was asked by Colonel White to supply him with a status report on all administrative plans as soon as possible, and General [REDACTED] was requested to furnish a similar report covering the audit situation.

9. In connection with the question of the establishment of an Internal Revenue Unit within CIA, Colonel White said that before requesting the actual establishment of the Unit, he was asking Mr. Houston to review the questions involved for one last time. If knotty problems then appear to remain, the Deputy Director (Administration) is prepared to form a special committee, chaired by Mr. Houston, to give thorough study to the entire matter. This continues to be a high priority item.

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10. Colonel White announced that Mr. Houston would be named Acting Deputy Director (Administration) during his forthcoming absence on annual leave from 4 August to 1 September.

25X9A2 11. Mr. Saunders pointed out that although all offices had requested increases for Fiscal Year 1956, it was planned to hold the Agency to the FY 1954 figure of expenditures. However, Mr. Saunders is prepared to recommend to the DCI approval of allowances for increased personal services, with the understanding that 25 percent of the cost of such services would be absorbed internally within each office. In supplementing Mr. Saunders' remarks, Colonel White added that we were in no position to ask the Bureau of the Budget for an increase, since we had actually spent [REDACTED] less than was authorized in FY 1954.

12. Colonel Edwards commented on the current poor quality of the food in "I" Building cafeteria, and was joined in these sentiments by others of the group, and other cafeterias than the one in "I" Building were mentioned as possible offenders. Colonel White then referred the matter to Mr. Garrison, with a suggestion that he discuss the problem with representatives of Government Services, Inc., leading to remedial action. Colonel White indicated his willingness to communicate with the head of GSI, if other measures fail.

25X1A9a 13. Mr. Pforzheimer reviewed the legislative results of the current Session of Congress, and made predictions on certain legislation of interest to CIA on which action is expected in the closing days. These included: pay raise for classified employees; fringe benefits including overtime; unemployment compensation for Government employees; insurance, and several bills with implications for the Security Office. He added that he is circulating quite a few bills for comment that are being introduced in the present Congress, in order to prepare the groundwork for positive action in the next Session.

25X1A9a 14. At Mr. [REDACTED] request, the group discussed the feasibility of an employee suggestion in his hands for comment that would result in the utilization of the IBM payroll card that accompanies salary checks for vouchered employees as a "bulletin board" to carry certain applicable, unclassified Agency-wide notices. Mr. Saunders and Mr. Maloon, having the offices most largely affected, approved the idea in principle.

25X1A9a 15. Mr. [REDACTED] commented favorably upon the cooperation he had received from the Office of Training and the Logistics Office, in the preparation of visual aids for the Clark Task Force. When Mr. Maloon mentioned that his office was having difficulty in securing assistance on their visual aids for the same purpose, Mr. Garrison offered him the assistance of his visual aids people.

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